



WARRINGTON
Borough Council
WARRINGTON TOWN DEAL BOARD

Minutes of Meeting held on 16 December 2022
MICROSOFT TEAMS MEETING

Attendees	Company	Apologies
Steve Coffey - Chair Steve Park Andy Carter MP Martin Wood Stephen Fitzsimons Anton Fields Alison Roberts Vicky Roe Dave Thompson Eleanor Blackburn John Laverick Simone Edwards (minutes) John Adlen Ellie Cox Simon Foden Lucy Gardner Nicki O'Connor Nichola Newton	Torus – Chair Warrington Borough Council South Warrington DLUHC Warrington Chamber of Commerce Warrington Borough Council Warrington Borough Council Warrington Borough Council Warrington Disability Partnership Warrington Borough Council Warrington Borough Council Warrington Borough Council Cheshire & Warrington LEP DLUHC Langtree NHS DWP North West Warrington & Vale Royal College	Steven Broomhead David Boyer Cllr Russ Bowden Charlotte Nichols MP Nigel Schofield Emma Hutchinson Malcolm Jackson Catherine Holmes Stephen Hunter

Item	Subject	Action
1.0	Welcome, Introduction and Apologies	
1.1	The Chair welcomed all the meeting and noted all apologies received.	Noted
2.0	Minutes of Meeting held on 4 November 2022	
2.1	<u>Matters arising</u> The Minutes of the previous meeting were accepted as a true record of the meeting.	Noted
3.0	<u>Programme Office Update</u>	
3.1	Town Deal Director's Report AF presented the Director's report to the Board. Grant funding agreements were signed and sealed for the Digital Hub. Thanks to Simon Foden. All grant funding agreements are now in place across the programme. Project adjustment request to transfer £250k HSCA to Advanced Civil Engineering was	



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	<p>agreed by the Town Deal Board and signed by the S151 Officer and submitted to DLUHC who have advised on a new process and form which is seeking more information requesting benefit cost ratio. AF has received the form so will arrange to have the form signed/submitted next week. The Assurance statement is submitted bi-annually and this will be shared with board members. A Deep Dive Review is still ongoing with the next meeting taking place in January 2023.</p>	
3.2	<p>Project delivery for HSCA is now complete, the Bus Depot is progressing and the Living Well Hub will be the next focus.</p>	
3.3	<p>Risk of cost inflation reported and supply chain issues causing delays. Do not anticipate any issues at year end when the S151 officer will have to exercise freedom of flexibility to carry forward funding, although will need accurate numbers.</p>	
3.4	<p>Thank you for all that have submitted M&E returns, they are due in today and AF will discuss with SFoden later today on final outstanding.</p>	AF/SFoden
3.5	<p>The Chair commented that there are significant pressures around build cost but cannot underestimate the progress made, really positive and all should be proud of where we are.</p>	
3.6	<p>Programme Office Update AR presented the update to the Board.</p>	
4.0	<p><u>Town Deal Board responsibilities & Supplementary Guidance Assessment (DLUHC)</u></p>	
4.1	<p>The Department for Levelling Up, Housing and Communities (DLUHC) have produced several guidance documents in relation to the governance and operation of Town Deal Boards. Declaration of interests for all Members are required. A discussion took place around the profile of each Board Member and whether a page should be included on the Council website with Members biographies. Terms of reference are published on the Town Deal website. Code of Conduct is included in the terms of reference.</p>	
4.2	<p><u>Transparency:</u> A discussion took place around the decision-making process. The Board acts in an advisory capacity only. Profiles of members are not published. Minutes of Board meetings are published following the Chair's approval and after 10 days following the Board meetings, but Agenda packs with individual documents are not published for commercial reasons. A discussion took place on the standards expected on transparent decision making in regard to information published on the Council's website. LG</p>	



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	<p>confirmed she was content to work together with any other projects leads as they have got a range of projects moving into delivery phase. With regards to conflict of interest/transparency point SP confirmed the Town Deal Board is an advisory group only, although transparency is important and Project leads should be involved in any decision making or recommendations.</p>	
4.3	<p>It was agreed that Communications (LP) could co-ordinate networks, lists of websites, social media etc where required.</p>	Agreed
4.4	<p>MW confirmed it is important that the Board have sound assurance and governance, operating in a transparent way. So that when regular assurance dives, whether M&E or deep dive, can be passed back to accounting officers to check in place fit for purpose.</p>	
4.5	<p>The Chair agreed that all commercial interests should be declared by all Board Members within the Declarations of Interest forms circulated. All agreed that Members to also provide a biography. All agreed.</p>	Agreed
4.6	<p>DT asked is there a template for both Bio and declaration of interest?</p>	
4.7	<p>SC confirmed the DoI form has already been sent out under separate cover to all Board members. AF to send around to anyone that has not sent back yet. In relation to Bio's please all send to AF as soon as possible.</p>	All
5.0	<p><u>Project Lead Updates</u></p>	
5.1	<p><u>Bus Depot</u></p>	
5.1.1	<p>Construction nearly complete. Hopefully will be commissioned early 2023. Expect the outturn cost to be within delegated authority overall. 17/02 target completion date with occupation end of Feb.</p>	
5.1.2	<p>AR provided Zebra update as associated with depot, purchasing 120 electric vehicles and chargers.</p>	
5.1.3	<p>Bus Depot publicity and opening events were discussed. SP and MW to discuss offline.</p>	SP/MW
5.2	<p><u>Sustainable Travel Programme</u></p>	
5.2.1	<p><u>3G Pitch</u> Recent weather caused some delays on site but still confident we will near completion early February 2023. Number of elements complete on scheme;</p>	



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	<p>CCTV planning app now approved can move forward. Likely £70-£80k surplus, implement drainage works on existing pitch at school. An open event for February will be coordinated with Comms team.</p>	
5.2.2	<p><u>Bus Priority</u> AECOM working together with WBC, looking to re-configure. Removed element of resident parking to site on river road opposite residents, re-configure cycle element into causeway park removing impact on residents. Consultation will take place in new year.</p>	
5.2.3	<p><u>Cycle Hub</u> Project split into two parts: Cycle Parking – Cycle Cabins, developing Spec to get quotes. Move forward in new year, consultations across schemes in spring will be brought to the board. Cycle Hub – New project lead as previous lead retired, potential sites for hub across town centre. Bank Park, Bridge Street, Arches around central station. Done market testing, interested parties and spec now with procurement.</p>	
5.2.4	<p><u>Key Issues</u> Increase cost of construction, requirement of resources across scheme internal management. £1.8m spend forecast. DLUHC funding, football foundation and Cardinal Newman for 3G pitch. SFitzsimons raised the great indoor cycling hub just opened in Chester which may be of interest.</p>	
5.3	<p><u>Health & Wellbeing Hub</u></p>	
5.3.1	<p>Tender out for build contract with deadline of 13/01. Progressing with lease, Heads of Terms formally agreed with current landlord. Timetable for services received from the Hub including partner organisations, Bridgewater, community trust, mental health care and community centre, all services provide as part of same project intended to serve specific groups.</p>	
5.3.2	<p>Risks remain the same, ongoing around revenue but discussions progressing well across partner organisations. No quotes back on invitation to tender but hopefully will be in budget to mitigate.</p>	
5.3.3	<p>DT raised a possible misunderstanding. The minutes of the last meeting confirmed the request for a smaller adaptive version of a changing place toilet. DT would like to discuss with architects as this isn't what was asked</p>	



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	for. LG has put the same challenge to the team. LG confirmed the toilet on the ground floor is accessible for all. SP offered any assistance if needed.	LG
5.3.5	LG confirmed that a useful booklet has been produced which describes the plans and uses of hub. LG will arrange for all board members to receive a copy. LG will include Niki O'Connor (DWP) in the stakeholder group.	LG
5.4	<u>Digital Enterprise Hub</u>	
5.4.1	AF confirmed all GFAS are now signed. The Project itself went to tender on initial roof package in September, unfortunately no tender returns were received for the roof which was disappointing. It is challenging to spend the ERDF funding. A plan is in place to re-working the tender and working in liaison with WBC procurement and project managers to re issue the tender pack by end of 2022. Grant funding is in place with ERDF and currently working through the programme. Elements of the building will follow in 2024 after ERDF.	
5.4.2	SFitzsimons informed of a business exchange virtual event 20/01. Will send details. NN requested invitation.	SFitzsimons
5.4.3	DT queried if there is any update on improving access to the first floor. SFoden confirmed this will be the focus early January 2023.	SF
5.4.4	S Foden will continue to monitor the project which is challenging but not impossible and is dependent on whether the new tender will be able to reflect on this.	
5.5	<u>Pyramid Remastered</u>	
5.5.1	Design team progression, first step review feasibility and design cost estimate. Requirement around MNE significant for arts centre, electrical capacity, and challenges. Risk identified as significant around inflation costs. Adjustments and rescoping on theatre design and MNE works added significant cost pressures. Early-stage feedback and team working on getting details. Got to the phasing part of project, ensuring redesign to deliver against business case and outcomes through TD. Working closely with Culture Warrington and design team to review, although challenging confident with the team.	
5.5.2	LG queried whether they are still looking for organisations to use space when opened. EB to pick up offline with LG.	EB/LG



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5.5.3	EB thanked JL's team for the additional support provided as the work is now progressing at pace and confirmed a clearer picture will be submitted around the programme when done.	
5.6	<u>Advanced Construction Centre</u>	
5.6.1	Sale has progressed. Land transfer document was signed yesterday for Live Wire overspill car park, awaiting paperwork being sent back and will work through with them on any mistakes. Inflationary impacts, original timeline was 22/23, 6 months behind schedule, 40-44 weeks late Jan premise. Submitted draft economic case back to DLUHC, haven't had feedback yet but demonstrated good value for money.	
5.7	<u>Health & Social Care Academy</u>	
5.7.1	Lots of marketing and engagement work taking place. AC has taken part in a tour with Amy Yorke (Academy Manager).	
5.7.2	DT wanted to pass on his thanks to Amy for responding very positively and taking on board matters to influence the whole curriculum at the staying connect Forum regarding a Carers Course. Work in new year on Carers/PA/Parent/Carers. NN thanked DT for the positive input.	
5.7.3	Cheshire West and Chester are to visit the facility.	
5.7.4	AC was very impressed with the learning environment which is excellent. The most positive advocates were the students who talked about their experiences. AC is keen to arrange for more Ministers to visit the centre.	
6.0	<u>Any other business</u>	
6.1	MW confirmed that in general, the approach adopted by the Board is absolutely right, in terms of challenge and taking risks into consideration. MW advised that within the town fund there is no additional money to address any pressures. MW advised that it's important the Board does scrutinise project delivery and may need to ask how long can we keep running with a project, should altering the phasing, or de-scoping, compromise what was seeking to achieved? Project adjustments may need to be considered, with a view to redirecting resource to address pressures. No immediate course of action, but just flagging that some towns taking that approach as there is a hard end date to spend programmed money.	



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6.2	The Chair confirmed the Board will keep all the point raised by MW in mind going forward and would note and comply where required.	
6.3	DT agreed with MW comments in regard to the hard decisions on projects but didn't want a sombre finish on the year and wanted to highlight what the project leads are delivering which are life changing.	
6.4	EB provided an update on the UK shared prosperity fund investment, which is in the process of being approved. EB confirmed that there is a need to formalise the role of the Town Deal Board for UKSPF in 2023. Terms of Reference will be created and brought to the Board for ratification.	EB
6.5	SP confirmed with AC that there will be a separate UKSPF meeting early in new year.	
6.6	DT highlighted to EB around the shared prosperity that third sector/charities can be creative and immediately implemented and offered to liaise with EB if needed.	DT
7.0	<u>Date of Next meeting</u>	
7.1	2023 dates to be scheduled in diaries. All in agreement to follow format of 6-week cycle alternately finance and standard board. All in agreement to bring back face to face meetings, hybrid approach and finance as virtual. AF to organise.	AF
7.2	The Chair confirmed that all involved in the delivery of the Town Deal projects should be proud. They are all amazing projects and he is excited as to what can be achieved going forward. The Chair wished all a good Christmas and to enjoy the break.	